

**DUTY STATEMENT
CHIEF EXECUTIVE OFFICER
(EXEMPT)**

Concept of the Position:

Under the policy direction and delegated authority of the Board of Administration, the Chief Executive Officer has responsibility for administration and management of the California Public Employees' Retirement System (CalPERS) consistent with Board policies. The Chief Executive Officer (CEO) is responsible for achieving the long-term goals and strategic objectives adopted by the Board of Administration, and for determining the appropriate method for implementation of those goals and objectives. This includes broad responsibility for; retirement and health benefit services to members, beneficiaries and employers; high level administrative oversight of investment programs and policies; financial management, budgeting and resource allocation; governmental affairs and media relations; organizational development and staffing; actuarial valuations, and legal representation.

Typical Tasks:

Assists the Board in administering all CalPERS programs in fulfillment of their plenary fiduciary authority and responsibility; assesses economic, political, social and technological trends, and resulting financial and operational implications for CalPERS; recommends appropriate policies and strategic plans for consideration by the Board with respect to retirement and health benefit program administration, business operations and issues of public concern; directs the formulation of enterprise annual and three-year business plans to identify strategic and operational priorities, directs major initiatives and guides resource management; assists the Board in the oversight of actuarial, auditing and legal services and fiscal and accounting operations to ensure they are performed with independence and in conformance with professional standards.

Represents CalPERS and the Board before the Legislature, the media, federal, state and local governmental entities and officials, employer and employee organizations and other private and public representatives of the retirement, and health communities; ensures the highest ethical conduct and business practices; fosters an environment which embodies CalPERS core values in all activities and relationships with the Board, employees, members, employers and all external and internal customers; formulates an organizational structure to achieve CalPERS' mission of service and to ensure the efficient administration of business operations through appropriate delegation of authority within the organization; hires, supervises and evaluates the performance of those incumbents in executive management positions; in coordination with the Board President, acts as a liaison between the Board and staff, ensuring effective communication and sharing of information with the Board, its committees and individual members; assists the Board president in developing agendas; directs the provision of staff support to the Board and its committees.

Oversees procurement and performance of contractors, vendors, consultants and advisors; provides recommendations and assistance to the Board in the selection, performance or termination of contractors or consultants retained under the Board's exclusive authority; directs the provision of information technology, facilities and equipment to support CalPERS' business and operational needs, strengthen infrastructure and mitigate risk; manages the operation of CalPERS headquarters facility and presents a recommended building account budget to the Board annually; acts in emergency situations to protect the System, its employees, the fund or assets from loss or harm.